



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Dept. of Public Safety Staff Services - Mgmt. Services P. O. Box 1456 Atlanta, Georgia 30301	Application Number 77-84	
Application Number		Date Received MAR 11 1977	Date Completed MAR 30 1977
2. Person to Contact Lina Stephens		Working Title Secretary	Telephone Number 6059
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 70 Present		5. Records Series Title (followed by title used in office; if different) Management Services Section Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records, for accounting of funds; receiving and disbursing funds and budgeting for funds; for the procurement of supplies and equipment, their issuance and maintenance; for planning and providing support to these operations including procedures writing forms design records management and reproduction services.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Providing support services for the Dept. of Public Safety Included are: Internal memoranda, correspondence studies, reports and project narratives prepared by the Director or Staff. See attached. File is arranged: 1970 - 1973 Color Coded thereafter numeric See attached. 1974-present chronological by CY and thereunder alpha by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older _____			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

(☒) Concur

() Nonconcur

William C. Roeder
Director, Management Services

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3-11-77	<i>Donna Lee Wilson</i>	3-11-77
State Records Committee (Signature) _____ Date _____			
State Auditor/Designee		<i>[Signature]</i>	3-28-77
Secretary of State/Designee		<i>Carroll Hart</i>	3-25-77
Attorney General/Designee		<i>Robert F. Huel</i>	3-24-77

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)